

Personnel Record Form Instructions School Year 2008-2009

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A personnel record is required to be submitted for ALL individuals employed in a position for which certification is offered through the Department of Education (DOE). For example, this would include all instructional, administrative and school service specialists' positions.

If a person is hired for a position for which he/she is professionally certified or certified through another agency and DOE also offers the certification (i.e. social workers licensed by Department of Social Services) please complete a personnel record form for these individuals.

If the individual is not certified by DOE he/she would be reported as a "non-certified educator"

If you have specific questions about whether an individual should be included please contact DOE at 773-3248 or 773-3134.

School Districts who contract personnel through cooperatives in South Dakota should <u>not</u> report those personnel. Each cooperative is required to report their staff. The Office of Accreditation and Teacher Quality will check to make sure their staff is properly certified.

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Personnel data is collected from the following types of schools:

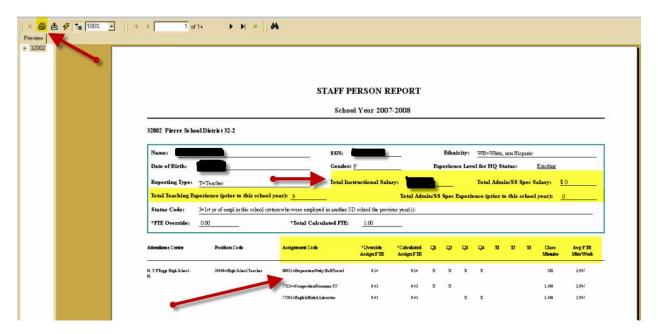
- Public School Districts
- State Special Schools
- Cooperatives and Multi-Districts
- Correctional Facilities
- Non-Public School Systems
- Alternative Programs
- Tribal/Bureau of Indian Affairs Schools

Updating Personnel Records

HELPFUL SUGGESTION: Follow the directions on how to run a report and then print the report "Report: By Staff Person" for each of your 2007-2008 personnel records". Use these copies to make your updates before beginning the process of encoding the changes for 2008-2009.

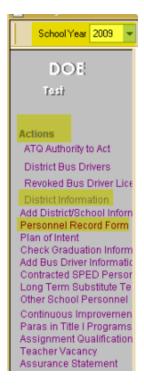
Reviewing the Report

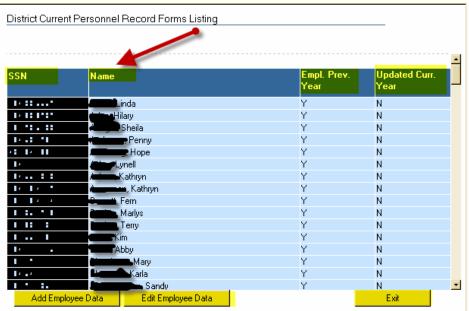
Below is a picture of the Report



- Print the Report so you can view better
- Areas of the Report that will need to be updated in the individuals Personnel Record Form:
 - Instructional Salary
 - Admin/SS Specialist Salary
 - Total Teaching Experience
 - Total Admin/SS Spec Experience
 - o Assignments

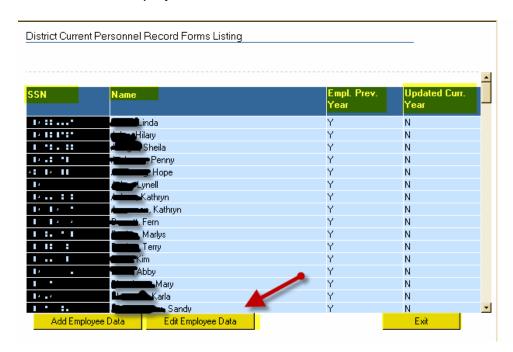
- Login to the PRF Database and go to the Personnel Record Form Screen:
 - Actions
 - District Information
 - Personnel Record Form



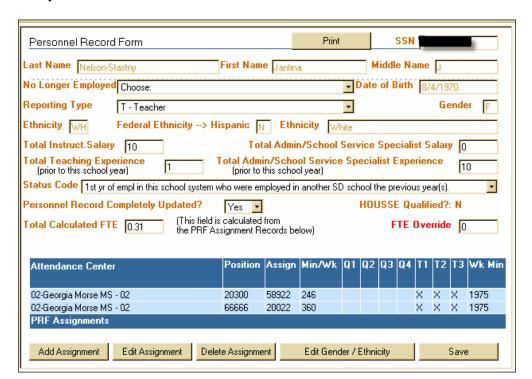


If you click on a Column heading you can sort the column ascending or descending.

- To Update a persons information do the following:
 - Highlight the Staff Person
 - o Click Edit Employee Data



 You will see the following screen which has information from the previous school year



- Add/Edit Person Information
 - If the Data Entry Screen for Personnel with a certificate through Accreditation and Teacher Quality then follow these instructions:
 - If the person you are updating was reported last year, all of their personal information (Last Name, First Name, Middle Name, Ethnicity, Date of Birth, and Gender) will be pre-filled with last year's data.
 - If there is an error in their name or date of birth, please follow the below directions.
 - If the individual has an active certificate through the Accreditation and Teacher Quality, follow the directions on how to run a report and print the <u>"Report: Request for Name/Address/Date of Birth"</u> for the individual.
 - o If the Data Entry Screen is for individuals without a certificate

NOTE: School districts will <u>not</u> be allowed to change name or birth date of a person who at one time had a certification record, even though they may be encoded as a non-certified educator because of an expired certificate. This is still a record that is maintained by the State.

If the individual does not have a DOE certification, their date of birth and name can be updated by clicking on Edit Gender/DOB/Ethnicity/Name box.

Edit Gender/DOB/Ethnicity/Name

The option is filtered behind the scene and the system will recognize whether the person has a certificate.

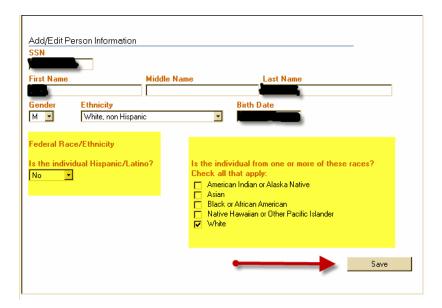
In 2008/2009 there are two new fields for Ethnicity. It is optional for this school year but will be mandatory in 2009/20010. These fields include:

- Is the individual Hispanic/Latino
- Is the individual from one or more of the listed races? Check all that apply.

This is a Federal Requirement and will be mandatory in all Federal Reporting where Ethnicity is collected.

- Below is the box you will see if you click the Edit Gender/Ethnicity Button or the Edit Gender/DOB/Ethnicity Name.
 - Make the required changes and click save.

It is highly recommended that you begin adding the new Federal Race/Ethnicity information.



Select the appropriate Ethnicity.

- 1.) White, not Hispanic A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 2.) Asian or Pacific Islander A person having origins in any of the original people of the far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- 3.) **Black, not Hispanic** A person having origins in any of the black racial groups of Africa.
- 4.) American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- 5.) **Hispanic** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

The federal government now requires that individuals should be allowed to select as many race/ethnicity categories as applicable and encourages states to re-survey staff with a two-question format. The first question is whether the respondent is **Hispanic/Latino**. The second question is whether the respondent is from **one or more races** from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White.

o If the person you are updating was reported last year and did not let their certificate expire, their "Reporting Type" will be pre-filled. Otherwise, select the "Reporting Type". If, for example, an employee has 1/2 time administrative assignments and 1/2 time teacher assignment, chose one of the reporting types.

- <u>Teacher</u> an individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.
- Administrator an individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota certificate
- <u>School Service Specialist</u> an individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, or curriculum director and has been issued a South Dakota certificate
- <u>Instructor</u> an individual who has not completed an approved education program for teachers but who is on a professional development plan.
- <u>Non-Certified Educator</u> (person that is not actively certified by DOE) In the past these individuals may have been referred to as "long term substitutes". Please see below chart for proper identification.

Non-Certified Educator *OR* Long-Term Substitute

Non-Certified Educator OR Long-Term Substitute				
Description:	Report as a Long- Term Substitute	Personnel Record Submitted for this Individual	Reason: The teacher for whom the substitute was hired was	
Substitute hired to replace a teacher on maternity leave?	YES	NO	reported on PRF and the substitute will be "temporary" but also hired for more than 10 consecutive days.	
Individual is hired to replace a teacher AFTER the beginning of the school year and will assume the assignments of this teacher for the remainder of the school term?	NO	YES	Individual is assuming the assignments of the teacher. You need to add a personnel record form for this individual.	
Non-certified person hired to teach for the entire school year?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position for the entire school year.	
Non-certified person hired to fill a teaching vacancy as of October 15th with the intent to actively look for a certified teacher?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position with the intent of finding a certified teacher.	
Teacher is sick for 3 days and substitute was hired?	NO	NO	Substitute must be hired for at least 10 consecutive school days.	
Substitute replaces Teacher "A" for 5 days, teacher then returns for 1 day and then is gone for an additional 6 days?	NO	NO	According to the state statute the substitute must be replacing the same teacher for at least 10 CONSECUTIVE school days.	
Substitute replaces Teacher "A" for 4 days and then Teacher "B" for 8 days?	NO	NO	Substitute must replace the SAME teacher for 10 consecutive days.	
Substitute hired to replace Teacher "A" for 6 days, Teacher "A" returns for half days for 4 days with the substitute continuing to teach the remainder of the day?	YES	NO	Same teacher for 10 consecutive days this substitute meets the definition of a long term substitute.	
Substitute hired to replace Educational Assistant	NO	NO	State law defines a long-term sub as a substitute teacher and Other School Personnel (i.e. educational assistant) are NOT teachers	
Substitutes replaces the SAME teacher for 6 days and the long-term substitute gets sick for a day and then returned for another 4 days	YES	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Same teacher for 10 consecutive days this substitute meets the definition of a long term substitute.	
Substitutes replace the SAME teacher for 6 days and the teacher returned for a day and then the long-term substitute had to come back.	NO	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Substitute must be hired for at least 10 consecutive school days.	

- Total salary must be reported as instructional and/or administrative/school service specialist (whichever is appropriate).
 - DO NOT INCLUDE BONUS MONEY, EXTENDED CONTRACT PAY, STIPENDS AND EXTRA-DUTY PAY. Note: These are not used when calculating salaries, average salaries, etc.
 - Round all salaries to the nearest whole dollar.
 - Non-public schools do not have to report salary.
 - If there is not yet an agreement regarding salaries (impasse), please report the salary they were paid last year and notify Carla Leingang when you will update your records.
- Update the years of experience. Years reported here should not include current school year!

Only report years of experience PRIOR to the 2008-2009 school year.

 Total Instructional Experience: Total years of classroom teaching experience with actual instructional time in front of the class, prior to this school year.

If a part-time principal and part-time teacher, count one year instructional and one year administrative.

If "non-certified" teacher (hired for that position -- **NOT** substituting for another staff person that is absent for a specified period of time) do NOT count as years of experience.

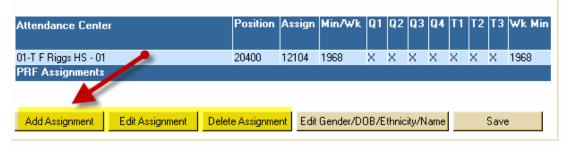
Include years of experience for Alternative Certification to count towards the years of total "teaching experience".

 Total Administrative/School Service Specialist Experience: Total years as an administrator and/or school service specialist prior to this school year including CEO and school psychologist.

If full-time librarian and teach 1 class, count one-year administrative experience only.

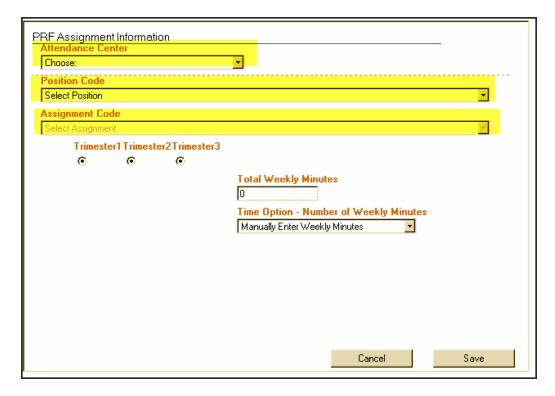
- If the person you are updating was reported last year, their "Status Code" will be pre-filled to status code #6. Otherwise, choose one of the following codes:
 - 1. Persons in their first year of employment in any school system, in any state, in a position requiring certification.
 - 2. Persons in their first year of employment in any school system, in any state, in a position requiring certification within three years of graduating from a teacher program.
 - **3.** Persons in the first year of employment in this school system who taught out-of-state the previous year(s).
 - **4.** Persons in their first year of employment in this school system who taught in another South Dakota school the previous year(s).
 - **5.** Persons in their first year of re-employment in this school system who have been absent from the field of education for one or more years.
 - **6.** Persons whose employment in this school system has been continued.
 - **7.** Persons who have been re-employed in a school system following an absence of one year or more.
- Total Calculated FTE This field will be automatically calculated. An FTE of greater than 1.00 is not valid. Please be sure to check this FTE before saving your record.
- <u>FTE Override</u> This field will be used when an employee is not employed for a full quarter or trimester. (i.e. An employee quits in the middle of second quarter and was originally reported as employed all four quarters.
 - You need to change their records to reflect only quarter one and two and then use the FTE Override to more accurately report the FTE of 0.45, rather than 0.50. The employee you hire to take this person's assignments, should be reported as quarters two, three and four with an FTE override of 0.55.

 Enter the person's class assignments by clicking on the <u>"Add Assignment"</u> button.



NOTE: If the person you are updating was reported last year, their assignment information will be pre-filled. Be sure to update their assignments if needed.

 Below is a picture of the Assignment Information Screen. To add an Assignment:



Select the appropriate attendance center

■ Select the appropriate **Position**

If you are receiving an Electronic/Distance class offered through another district and have someone monitoring the room, report the full time equivalency (FTE) for the monitor on the "Other School Personnel" menu with a position code 72-Attendant/Monitor. The Office of Curriculum, Technology & Assessment will forward the information they get from the districts when they register for Electronic/Distance instruction classes to Accreditation and Teacher Quality for page 1 of the Accreditation Report.

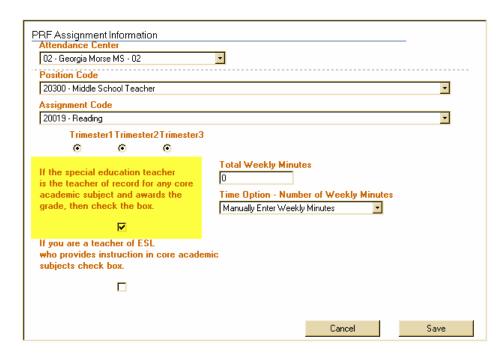
If these classes count toward high school graduation, see the "Graduation Requirement" instructions.

If you have a person teaching the electronic class, report the person with the position code 20000 Electronic/Distance Instruction and then select the appropriate assignment code.

- Select the appropriate <u>Assignment</u>
- The <u>quarters or trimesters</u> will be pre-filled. Click on the button if you need to remove a quarter or trimester (i.e. assignment is not for a full year). Report individuals on maternity leave as full time because they are the one fulfilling that position for the school year. Be sure to report the long-term substitute teacher on the end of the year survey.

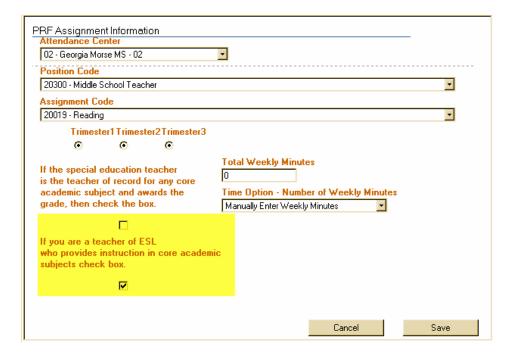
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If you have a <u>special education teacher</u> teaching a core content class and issuing a grade you must check the box.



- Special educators teaching core academic classes: This is a
 teacher providing direct instruction to students with disabilities in a core
 academic subject. Teachers who deliver instruction to students with
 disabilities are required to meet the same standards for content
 knowledge as general education teachers. Core academic subjects
 are: English, reading or language arts, mathematics, science, foreign
 languages, civics and government, economics, arts, history, and
 geography.
- Special educators teaching students with significant cognitive disabilities: The elementary or middle/secondary special education teacher teaches core academic subjects exclusively to students with disabilities who are assessed against alternate achievement standards.

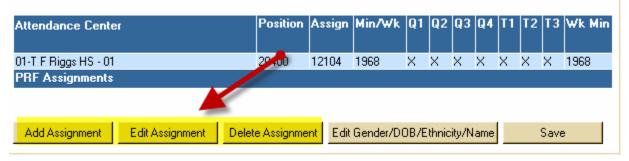
For English as a Second Language educators in general, the field being taught is ESL. ESL teachers provide support, in consultation with teachers of "core academic subjects". Thus, the teacher of record who awards the credit must hold the appropriate endorsement and be highly Therefore, a ESL educator who teaches any of the core academic subjects, is the sole instructor record, and awards a grade must be highly qualified. ESL Educators, working in collaboration and consultation with general education teachers who are highly qualified in the appropriate core areas, will be able to provide English as a Second Language education to students taking these courses. Thus, an ESL educator may address the English as Second Language needs of a student taking a course in a core academic area, but must be either highly qualified to be the teacher of record and award grades or be in collaboration with a highly qualified teacher for that core area. If the ESL education teacher is the teacher of record for any core academic subjects and awards the grade, then click the radio button. Contact Sara Waring at 280-7286 with questions.



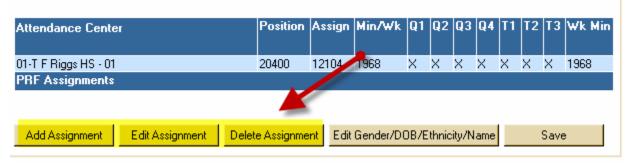
- <u>Total Weekly Minutes or Time Option</u> Number of Weekly Minutes.
 - Total Weekly class minutes can be entered if you did not set up your time options in the <u>"Add District/School Information Menu"</u> or if you had an unusual period that you just wanted to manually enter the time.
 - Select the Time options you set up for this attendance center in the <u>"Add District/School Information Menu"</u>.

Click Save

- Continue with the above steps if you need to enter another assignment. As you add assignments, the system calculates your total calculated FTE for you. If it totals more than full-time (aka 1.00 FTE), you will receive the error message, "Your FTE is > 1.0. Your ADD Assignment button has been disabled." A 1.00 FTE represents a full time employee.
- o To Edit an Assignment highlight the Assignment and click on Edit Assignment:



- Adjust the time option or weekly class minutes and Click on Save.
- To Delete an Assignment highlight the Assignment and click on the Delete Assignment Button.

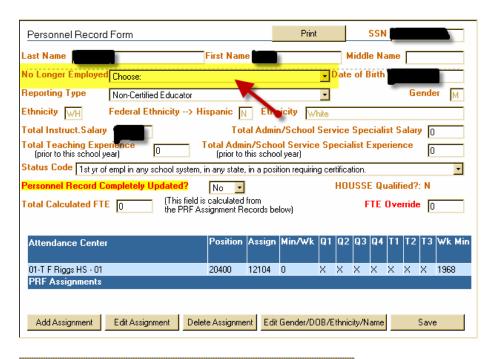


Click on Save.

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No Longer Employed Staff

• If staff are "**No Longer Employed**" and were <u>not</u> employed for any portion of the 2008-2009 school year, select the appropriate reason.



Choose:

Other employment in education

Other employment outside of education

Retirement

Family/personal relocation

Employed in another accredited SD school/district.

Employed in another school/district out of state

Illness

Death

On Leave of Absence or Sabbatical

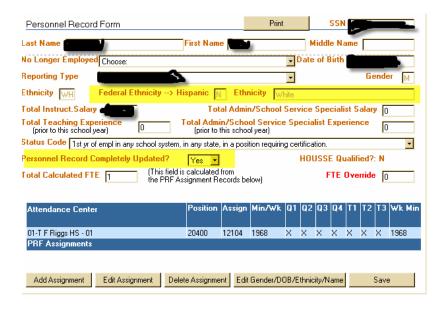
Reason unknown

Other

- If employed for a period of time during this current school year, make sure their assignments reflect this change and do <u>not</u> give them a "No longer employed" code.
- After completing this data field, indicate the personnel record form has been completely updated and Click on the Save Button. Continue editing other personnel. There is no need to update any other fields.
- Continue these steps for ALL staff that are no longer employed for school year 2008-2009.

Personnel Record Completely Updated?

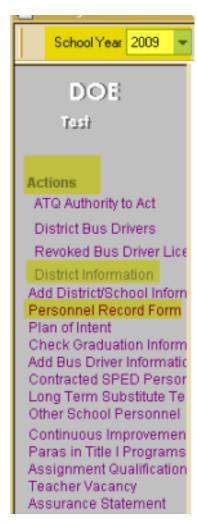
- After completing all data fields, indicate that the personnel record form has been completely updated.
- Click on the Save Button.
- Continue editing other personnel. There is no need to update any other fields.



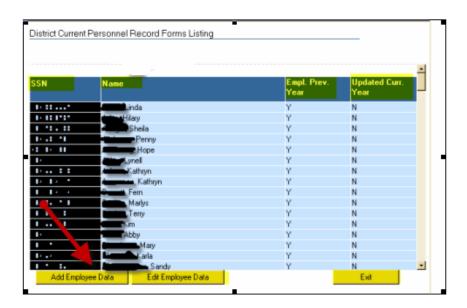
Adding an Employee

Many of the steps are similar to editing an employee.

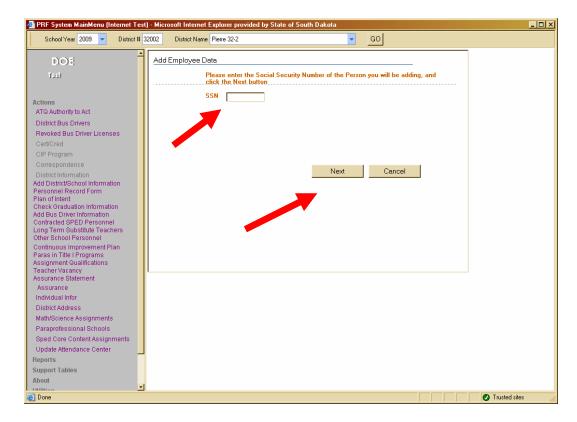
- Login to the PRF Database and go to the Personnel Record Form Screen:
 - Actions
 - District Information
 - o Personnel Record Form



• Click on the "Add Employee Data" button.



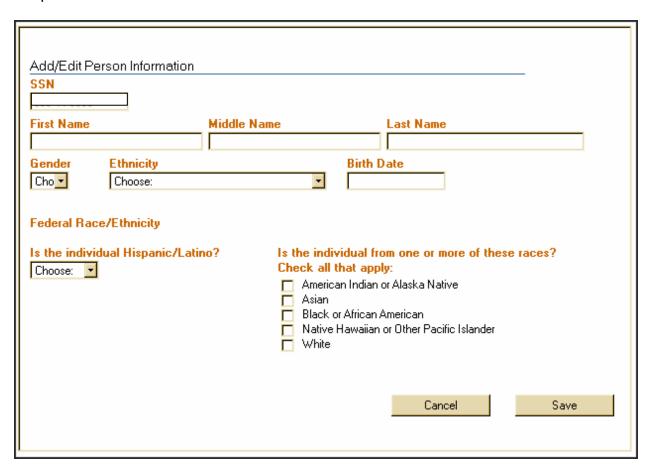
• Add the Employee Social Security Number



Click on Save

Data Fields

- If the person has an active certificate through Accreditation and Teacher Quality (EX: Teacher, Administrator, School Service Specialist, or Instructor), the personal data fields will be completed for you.
- If this person does not currently have an active certificate through Accreditation and Teacher Quality (EX: Non-Certified Educator), you will be required to enter the personal data fields.



From this point forward, follow the directions for updating employee data.

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Continue the above steps to add another new employee.

Retention of Personnel Records

The information outlined below details how long Schools are required to keep personnel records. The SD Local Schools retention manual is available on-line at: http://www.state.sd.us/boa/records.htm

SCL-65 <u>PERSONNEL FILES</u>: R.D.B. # 85-023

This series contains a folder for each employee in the school district. Information in the file may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, transcript, teacher's certificate, and supervisor's report of employee separation. The files serve as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 2 years. Destroy 2 year after termination provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance.

If you have any other questions, please contact Dana Hoffer at (605)773-3589.